

Thomas O. Forslund, Director

Governor Matthew H. Mead

Policy Title:	Facility Access Controls	
Policy Number:	S-011	
Effective Date:	July 15, 2013	
Approval:	Thomas O. Forslund, Director	7/15/13 Date

Purpose:

This policy establishes the Wyoming Department of Health's (WDH) responsibility to implement facility access controls to protect electronic information systems against tampering and theft while simultaneously ensuring that appropriately authorized access is allowed.

Scope:

This policy applies to all WDH workforce.

Definition(s):

Facility means the physical premises and the interior and exterior of a building(s). Each facility within WDH will need to do a risk assessment to define those facilities or portions thereof, which house protected health information (PHI), and therefore, will require measures to secure PHI.

Policy:

- 1. Disaster plan/contingency/emergency mode operations. WDH shall develop and implement procedures to allow facility access necessary to restore lost data in the event of fire, vandalism, natural disaster, or system failure pursuant to its disaster recovery and emergency mode operations plans.
- 2. Equipment control. WDH shall:
 - a. Inventory all equipment moving in and out of the agency to include personal devices utilized for an agency purpose;
 - b. Designate an individual responsible for maintaining inventory of the equipment placed into or removed from production;
 - c. Maintain a current inventory of all hardware and software placed into or removed from production, including the disposal and method of disposal of hardware and media;
 - d. Maintain a current inventory identifying equipment type, individual to whom the equipment is assigned, and any changes in location or possession;
 - e. Label all hardware and software with a state inventory tag and maintain a current tracking log of all state tags;
 - f. Prior to relocating or repurposing equipment, evaluate and secure the information maintained on the equipment; and
 - g. Develop, implement and maintain current agreements with maintenance providers.
- 3. Facility security plan. WDH shall develop, maintain, and implement a plan to safeguard its facilities from unauthorized physical access and to safeguard the equipment therein

from unauthorized physical access, tampering, and theft. The security plan shall account for:

- a. Implementation of physical mechanisms to control access to buildings and/or computer facilities:
- b. Auditing and monitoring of physical mechanisms for security breaches;
- c. Investigation of suspicious activity and potential incidents; and
- d. Documenting of incidents and corrective actions taken.
- **4. Access control and validation process.** WDH shall develop and implement processes to monitor visitor access, as reasonable.
- 5. Maintenance records. For each of its facilities, WDH shall:
 - a. Designate a contact to oversee the facility's physical changes (i.e., repairs or modifications);
 - b. Maintain a record of repairs and modifications to the facility;
 - c. Assess repairs and modifications to the faciliy's security; and
 - d. Adjust the facility's security plan, as necessary.

Contacts:

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Policies:

References:

45 CFR § 164.304 45 CFR § 164.310(a)(1)

Training: